



Natural Resources Conservation Service
Wallace F. Bennett Federal Building
125 South State Street, Room 4402
Salt Lake City, UT 84138-1100

April 23, 2008

UTAH BULLETIN NO. UT360-08-05

SUBJECT: PER – LINCPASS

ACTION DUE: MAY 23, 2008

Purpose: Provide information regarding USDA LincPass and request certification of employee data.

Expiration Date: September 30, 2008

Homeland Security Presidential Directive (HSPD-12) requires all Departments and Agencies to implement a standard new ID card that combines “smartcard” and “high frequency physical access” capabilities plus rigorous identity proofing. We are required to provide all applicable employees and affiliates with the LincPass by October 27, 2008.

USDA has begun the process of enrolling and issuing the new identification cards named LincPass in honor of President Lincoln. The LincPass is designed with smart card technology (computer chip embedded in card). This technology will allow employees access to federal buildings and computer systems. Enrollment stations in Utah are in the process of being activated.

Employees will be notified via e-mail when they need to begin the process for enrolling for their LincPass. In preparation of LincPass deployment employees must verify eAuthentication and EmpowHR information and update e-mail and business phone numbers by **May 23, 2008**. Please follow the instructions in Attachment 1 to ensure your information is correct. Once you have verified your information, please send an e-mail to melanie.green@ut.usda.gov.

LincPass also requires background investigations, which have been completed on most employees. If a background investigation has not been completed the employee will be notified by the HR Department.

If you have questions on EmpowHR, please contact Stacy Heiden at (801) 524-4577 or Sharon Jensen at (801) 524-4576. Questions on eAuthentication should be forwarded to the eAuthentication help-desk.

Contact: Sharon Jensen, Human Resources Officer, (801) 524-4576
Lisa Brown, Administrative Officer Career Intern, (801) 524-4558

/S/

TODD C. NIELSON
State Administrative Officer

Distribution: E

ATTACHMENT 1

HOW TO UPDATE BUSINESS EMAIL AND PHONE NUMBER IN eAUTHENTICATION

1. Browse to <http://www.eauth.egov.usda.gov>
2. Click on “Update Your Account”
3. Click “Continue” at purple warning screen
4. Log in with your eAuthentication User ID and password. The “Welcome to Identity Minder” screen will display.
5. Click on “Update My Employee Profile”.
6. Make desired changes in the online form, and then click the “submit” button in the bottom right corner to save the information.
7. Click “Logout” in upper right corner to completely log out of eAuthentication.

UPDATE INFORMATION IN EMPOWHR

1. Log into My.NRCS
2. On the NRCS Tab scroll down until you see EmpowHR (on the right hand of your screen).
3. Click on EmpowHR
4. Log on using your EmpowHR ID and password
5. Click on Employee Self Service
6. Click on Contact Information
7. Click and review e-mail Address, phone numbers, Emergency Contacts, Home address
8. If you make any changes, Click the SAVE button on each page changed before leaving the page
9. Log out of system